



REVENUE FIELD AUDITOR TRAINEE (08-3060-008)
and
REVENUE FIELD AUDITOR I (08-3059-001)

**FILE ONE APPLICATION ONLY. INDICATE ON APPLICATION THE LEVEL(S)
FOR WHICH YOU ARE APPLYING.**

SALARY RANGE: **\$40,506 – \$50,563 (Trainee); \$45,914 – 57,567 (I)**
Maryland State salary rules apply.

CLOSING DATE: Open and Continuous

POSITION DUTIES: Employees in these classifications conduct limited financial and compliance revenue field audits independently or as part of an audit team, within one or more of the specialized fields of revenue production administered by the Comptroller of Maryland. These specialized fields include sales and use tax, admissions and amusements tax, withholding tax, motor vehicle fuel tax, alcohol and tobacco tax, unclaimed property, tire fee and any other revenue levy authorized by the legislature. Work requires travel in the State of Maryland and throughout the country to perform on-site audits of commercial taxpayers.

MINIMUM QUALIFICATIONS:

- **Education:** For both the **Trainee and I-level**, a bachelor's degree from an accredited college or university with six credit hours in accounting and fifteen credit hours in related courses (i.e., business finance, economics, business administration, data processing).
- **Experience:** For the **Trainee level**, no experience required. For the **I-level**, 1 year of experience performing revenue field auditing or outside tax auditing is required.

NOTES:

1. **(Trainee and I Level)** Applicants may substitute experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles or professional auditing experience for the required education.
2. **(I Level)** Applicants may substitute two years of experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles or professional auditing experience for the required experience.
3. **(I Level)** Possession of a certificate as a Certified Public Accountant or a master's degree in accounting from an accredited college or university may be substituted for the required experience.
4. Employees in these classifications may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

SELECTION PROCESS: Only applicants who meet the minimum qualifications will be considered for recruitment. **All applicants must submit an Application Packet. If applying**

for both levels, please submit only one Application Packet and indicate at the top of the MS-100, the level(s) for which you are applying. The Application Packet consists of a:

1. Job Questionnaire
2. MD State application (MS-100)
3. Copy of an official or unofficial bachelor's degree transcript, including the required courses; or verification on the MS-100 for the substituting experience in revenue field auditing or outside tax auditing in lieu of the required education.

Applicants' qualifications will be rated based on information provided in the Application Packet. Successful candidates will be ranked as Best Qualified, Better Qualified or Qualified and placed on the employment (eligible) list for at least one year. The examination will evaluate the candidates' knowledge, skills and abilities as they relate to the duties of this job classification. As part of the selection process, qualifying applicants are subject to an oral interview, comprehensive background investigation and determination of legal authorization to work in the United States under the United States Immigration Reform and Control Act of 1986.

TO APPLY: Documents from the Application Packet (MS-100 and Job Questionnaire) may be downloaded by going to <http://www.marylandtaxes.com>. Your Application Packet (MS-100, Job Questionnaire and educational transcripts, if applicable) must be sent together to the address below. If you have any questions or need assistance, contact Kathleen Davis at (410)-260-6037.

**Comptroller of Maryland
Kathleen Davis, Office of Personnel Services
Louis L. Goldstein Treasury Building
P. O. Box 466, Room 211
Annapolis, MD 21404-0466**

BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES:

Medical/Health Insurance Plans include: **PPO Plans** - CareFirst Blue Cross/Blue Shield PPO & MLH-Eagle (MAMSI); **POS Plans** - CareFirst Blue Cross/Blue Shield MPOS, M.D. IPA Preferred, Aetna QPOS; **HMO Plans** - CareFirst Blue Cross/Blue Shield, Blue Choice, Optimum Choice (MAMSI), Kaiser Permanente; **Prescription Plan**; **Dental Plans** - United Concordia DPPO, United Concordia DHMO - Dental Benefit Providers DHMO; **Term Life Insurance Plan**; **Personal Accidental Death and Dismemberment Plan**; **Long Term Care Plan**; **Vision coverage with each medical plan.**

Flexible Spending Accounts: Health Care Spending Accounts & Daycare Spending Accounts

State Retirement and Pension System: Employees are vested in the pension system after five years of employment

Tax-deferred supplemental retirement savings plans: 457, 403(b), 401(k), 401(a), match plan

SECU Credit Union

Direct Deposit

Savings Bonds

Maryland Prepaid College Savings Plans

Paid Holidays: 11-12 per year

Annual Leave: Up to 5 years of State service, 10 days earned per year; 5-10 years of State service, 15 days earned per year; 10-20 years of State service, 20 days earned per year; 20+ years of State service, 25 days earned per year. Employees may carry over up to 10 weeks of annual leave per year.

Personal Leave: 6 days per year

Sick Leave: 15 days per year, unlimited accrual

Compensatory Leave

Military Leave

Leave Bank and Employee-to-Employee Leave Donations

Employee Assistance Program

Flextime and Teleworking opportunities for some positions

* Please note that the benefit information provided pertains to full-time, permanent employees. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.

An Equal Opportunity Employer